

W in W ith Microsoft W ord

Boost Your Confidence by Exploring the
Hidden Secrets of MS W ord

MENTOR

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MICROSOFT WORD – SKILLS MEASURED



Become a master of MS Word. Powerup your skills,
and unearth the secrets of the MS Word software

W in W ith MS W ord

Mastering the Magic of MS Word

This workshop series will provide a fundamental understanding of the hidden secrets of MS word and help complete tasks independently, and competently.

Participants will be able to prepare professional documents with confidence and learn the correct application of the principal features of MS Word.

We will reveal the hidden tricks and tips that will allow participants to prepare documents for a variety of purposes and situations.

Some examples include professional-looking reports, multi-column newsletters, résumés, and business correspondence.

Structure of On-Demand Series of Workshops

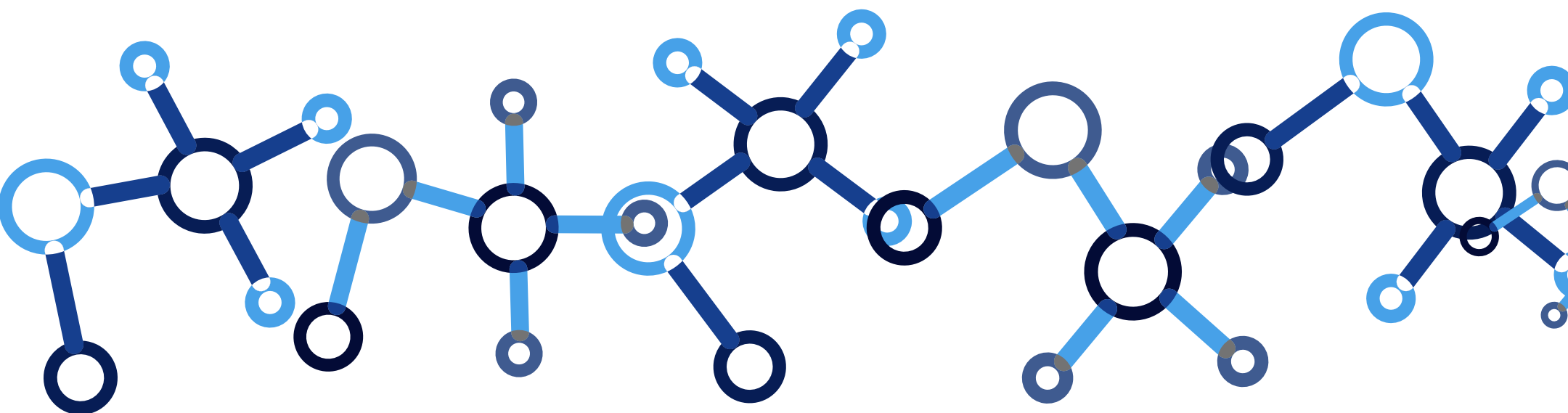
This workshop series has six modules. Students can choose the most relevant module(s) they would like to enrol in.

There are no prerequisites.

It is open to anyone who is interested in becoming professionally trained in MS Word.

Each module is 3 hours and will be delivered online via zoom.

Resources are provided to all students, including a handbook, demonstration videos, lecture notes, and class recording.



W in W ith Microsoft W ord

1

Manage documents

2

Insert and format text, paragraphs, and sections

3

Manage tables and lists

4

Create and manage Table of Contents

5

Word Mail Merge 1: Letters, Labels, Directories

6

Working with graphic elements

Module 1:

Manage Documents

Key Learning Outcome:
Understanding the Word Environment

Key Topics:

Format documents

- Set up document pages
- Apply style sets
- Insert and modify headers and footers
- Configure page background elements

Save and share documents

- Save documents in alternative file formats
- Modify basic document properties
- Modify print settings
- Share documents electronically

Module 2:

Insert and Format Text, Paragraphs & Sections

Key Learning Outcomes:

Effectively manage text, formatting, and flow

Key topics:

Insert text and paragraphs

- Find and replace text
- Insert symbols and special characters

Format text and paragraphs

- Apply text effects
- Apply formatting by using Format Painter
- Set line and paragraph spacing and indentation
- Apply built-in styles to text
- Clear formatting

Create and configure document sections

- Format text in multiple columns
- Insert page, section, and column breaks
- Change page setup options for a section

Module 3:

Manage Tables and Lists

Key Learning Outcomes:

Understand how to construct and manage tables.

Key topics:

Manage tables and lists

- Convert text to tables
- Convert tables to text
- Create tables by specifying rows and columns

Modify tables

- Sort table data
- Configure cell margins and spacing
- Merge and split cells
- Resize tables, rows, and columns
- Split tables
- Configure a repeating row header
- Using a Sum Formula

Module 3: Continued

Key Learning Outcomes:

Understand how to construct and manage tables.

Key topics:

Create and modify lists

- Format paragraphs as numbered and bulleted lists
- Change bullet characters and number formats
- Define custom bullet characters and number formats
- Increase and decrease list levels
- Restart and continue list numbering
- Set starting number values

Module 4: Create and Manage (Table of Contents)

(PRIOR EXPERIENCE WITH MS WORK IS HIGHLY
RECOMMENDED FOR THIS MODULE)

Key Learning Outcomes:

Create and manage style elements and automatic Table of Contents

Key topics:

- Create and modify styles
- Insert automatic tables of contents
- Customize tables of contents

Module 5: Word Mail Merge 1: Letters, Labels, Directories?

(PRIOR EXPERIENCE WITH MS WORK IS HIGHLY
RECOMMENDED FOR THIS MODULE)

Key Learning Outcomes:

Create a batch of documents that are personalized for each recipient

Key topics:

- Setting up Data Source,
- Creating Main Document – Address Blocks, Greeting Lines, Sorting.
- Merging Data Source and Main Document to create final product

Module 6:

Working with Graphic Elements

Key Learning Outcomes:

Apply pre -designed illustrations, text boxes and graphic elements

Key topics:

Insert illustrations and text boxes

- Insert shapes
- Insert pictures
- Insert 3D models
- Insert SmartArt graphics
- Insert screenshots and screen clippings
- Insert text boxes

Add text to graphic elements

- Add and modify text in text boxes
- Add and modify text in shapes
- Add and modify SmartArt graphic content

Module 6: Continued

Key Learning Outcomes:

Apply pre-designed illustrations, text boxes and graphic elements

Key topics:

Format illustrations and text boxes

- Apply artistic effects
- Apply picture effects and picture styles
- Remove picture backgrounds
- Format graphic elements
- Format SmartArt graphics
- Format 3D models

Payment: Cost per Module

Current UWI student and staff - TT\$250 /US\$38

Non -UWI student - TT\$300 /US\$48



Earn a certificate of completion

When you finish all six modules, you'll earn a certificate that you can share with prospective employers and your professional network.

CONTACT US

Call on us today for further assistance:

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